



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
**07-103**

DEPARTMENT Public Health and Environment		DIVISION Executive Director's Office		SECTION State Board of Health		PERMANENT	<input checked="" type="checkbox"/>
						NON-PERMANENT	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION		RETENTION PERIOD		SPECIAL INSTRUCTIONS		
1.	MEETING MINUTES		PERMANENT		<p>Files of hearings conducted as part of the regulatory process on proposed rules and changes; files contain related information including hearing notices, proofs of publication, proposed rules, statements of basis and purpose, regulatory analysis, written comments, evidence, exhibits, final adopted rules, AG rule opinions, filing forms.</p> <p><i>Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.</i></p>		
2.	RULE-MAKING HEARING RECORDS		PERMANENT				
3.	NOTICES OF PUBLIC RULEMAKING HEARINGS		PERMANENT				
4.	AUDIO RECORDINGS OF MEETINGS/HEARINGS		PERMANENT				
5.	MEETING AGENDAS		PERMANENT				
6.	MONTHLY MEETING FILES/PACKETS		UNTIL NO LONGER NEEDED				
7.	CORRESPONDENCE GENERAL/ADMINISTRATIVE ACKNOWLEDGEMENT/TRANSMITTAL		1 YEAR + CURRENT 3 MONTHS				
8.	ADVISORY COMMITTEE FILES AND REPORTS		PERMANENT				
9.	BOARD REPORTS		PERMANENT				
10.	POLICIES & PROCEDURES, BYLAWS		PERMANENT				
11.	EXPENSE RECORDS		1 YEAR + CURRENT				
12.	RECORDS REGARDING APPOINTMENT OF BOARD MEMBERS – EXECUTIVE ORDERS, ROSTERS, APPLICATIONS, RESUMES, NEWS ARTICLES, ETC.		PERMANENT				
13.	OTHER HISTORICAL DOCUMENTS		PERMANENT				

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Detlefsen</i>	Date <i>6/12/2007</i>	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date <i>06-11-2007</i>
Attorney General's Signature <i>John W. Suthers by mm</i>	Date <i>7/25/07</i>	State Auditor's Signature <i>[Signature]</i>	Date <i>7/17/07</i>